

~~SECRET~~

10 April 1958

*Index to (OP/RSD/CPE*

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LIST OF FILES FOR OP/RSD/CPE

ACCOUNTING

✓ AREA DIVISIONS

- 1 EE
- 2 FE
- 3 NEA
- 4 SE
- 5 SR
- 6 WE
- 7 WH

BUDGET

- 1 Allotments, Appointments, Transfers
- 2 Estimates
- 4 Reports, Statements, and Statistics

BUILDINGS AND GROUNDS

- 9 Space
- 11 New Building

CENTRAL PROCESSING BRANCH

- 1 Office of the Chief
- 2 Finance Section
- 3 Personnel Section
- 4 Travel Section

COMMITTEES

- 2 Reports and Minutes of Committee Meetings

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COMMUNICATIONS

- 2 Mail and Correspondence
- 3 Courier
- 4 Telephones

DISSEMINATION

- 1 Distribution and Mailing List

EQUIPMENT AND SUPPLIES

- 3 Installations, Maintenance, and Preservation
- 4 Procurement
- 5 Property Accountability

FORMS

- 1 Control or Management

LEGAL

- 2 Decisions, Opinions, and Interpretations

MEDICAL

MEETINGS

- 6 OP Staff Meetings

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances and OP Memoranda
- 2 Improvement Program
  - 1 Employee Suggestions
  - 2 Surveys
  - 3 Studies

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ORGANIZATION AND MANAGEMENT (CONTINUED)

- 4 Emergency Plans (Operation Alert, Fire and Evacuation)
- 7 Procedures and Methods
- 8 Functions and Delegations
- 9 Charts, Tables, and Ceilings

PERSONNEL

- 1 Assignment Actions
- 2 Attendance and Absence
- 3 Awards
- 5 Career Service
- 7 Classification and Duties
- 11 Employee Relations and Activities
- 12 Evaluation, Personnel
- 13 Military Personnel
- 14 Records and Reports
- 15 Recruitment
- 17 Separations

PRINTING AND REPRODUCTION

- 4 Requests and Requisitions

✓ PROJECTS

- 1 [REDACTED]
- 2 Special

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RECORDS

- 2 Disposition
- 3 Filing Systems and Procedures
- 6 Vital Materials

REFERENCE LIBRARY

REPORTS

- ✓ 1 Activity (Weekly and Monthly)
- ✓ 2 Progress (Annual and Semi-Annual)
- ✓ 3 Clearances (Official Cover)

1 Clearances

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✓ 4 Departures (Daily)

✓ 5 Returnees (Daily)

1 Returnees (Monthly to IG)

SECURITY

5 Personnel

1 CPB Duty Officer Lists

SHIPMENT

12 Storage in Transit

15 Personal Effects (Household Goods, Vehicles)

TRAINING

3 Programs

4 Reports

6 Courses

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TRAVEL

✓ 1 Documentation

✓ 1 Passports and Visas

✓ 2 Identification Cards (DA Forms 1602)